

No. A-49012/1/2019-O/o DIR(NWIC)-MOWR/113  
Government of India  
Ministry of Jal Shakti  
D/o Water Resources, RD & GR  
National Water Informatics Centre

4<sup>th</sup> Floor, Sewa Bhawan  
R. K. Puram, New Delhi-110066  
Dated: 26.06.2023

OFFICE MEMORANDUM

**Subject: Bio-metric attendance monitoring - reg.**

It has been noticed that some officers of NWIC are not regularly marking their attendance in Aadhar Enabled Bio-metric Attendance System (AEBAS) as mandated by DoPT and DoWR, RD & GR time to time. It has also observed that, some officers have yet not got transferred their AEBAS account from their cadres like CWC, CGWB etc. to NWIC. It is, therefore, difficult to monitor the attendance of such officers in NWIC as it mandated by the DoP&T vide O.M. No. 11013/13/20234-Pers. Policy-A.III dated 23.07.2023

2. It is therefore requested that all officers presently posted in NWIC including outsourced staff, should regularly mark their attendance in AEBAS and must adhere official timings i.e. 9:30 A.M. to 6:00 P.M. . The officers, who have not yet got transferred their AEBAS Account in NWIC may get it done immediately or get it registered themselves afresh in AEBAS in NWIC within a week. A monthly report on attendance will be sent to their respective organization.

Copy to:

  
(Adhir Kumar Mallik)  
Under Secretary, Admn.

All officers including outsourced staff of NWIC